Miyazaki International College

Course Syllabus

Spring 2019

|  |  |
| --- | --- |
| Course Title ( Credits ) | JST3 - Japanese Studies 3 |
| Course Designation for TC |  |
| Language Teacher | |
| Instructor | Megumi Wada |
| E-mail address | megsotaotoma816@gmail.com |
| Office/Ext |  |
| Office hours |  |

|  |  |  |
| --- | --- | --- |
| Course Description: | | |
| This class is designed for students above intermediate level of Japanese. Students will learn basic conversation styles in various situations of Japanese business. Also they will learn effective comumunication and traditonal Japnanese business mannar and Japanese customs.  ( greeting, how to write email, polite expressions, culture and so on ) | | |
| Course Objectives | | |
| The aims of this class are to understand Japanese language and culture in various business scene.  They will get the basic skill of business etiquette and business conversation style.  (not only talking skill but also listening, reading and writing skills)  Also, they will use these skills for their job hunting in future. | | |
| Course Schedule | | |
| Day | Topic | Content/Activities |
| 1 | Explanation | Level check |
| 2 | Greetings 1 | Introducing yourself |
| 3 | Greetings 2 | Introducing a person |
| 4 | Telephone conversation 1 | Making a call |
| 5 | Telephone conversation 2 | Answering the phone |
| 6 | Telephone conversation 3 | Other telephone troubles |
| 7 | Making a request | Accepting / Turning down a request |
| 8 | Inviting 1 | Accepting an invitation |
| 9 | Inviting 2 | Turning down an invitation |
| 10 | Permission1 | Seeking permission |
| 11 | Permission2 | Denying permission |
| 12 | Advice 1 | Giving advice |
| 13 | Advice 2 | Instructing someone to do something |
| 14 | Communication 1 | Japanese style communication and culture |
| 15 | Communication 2 | Japanese style communication and culture |
| 16 | Final examination |  |
|  | | |
| Required Materials: | | |
| Textbook and note book | | |
| Course Policies (Attendance, etc.) | | |
| Participation is required at all classes. If you have three 'unexcused absences' you will drop one letter grade (for example from a B to C). If you have four 'unexcused absences' you will be asked to withdraw from the class. An 'unexcused absence' is any absence for which you do not have permission. If you have five absences (even if you have permission), you will not be able to take the Final examination. It means you will withdraw from the class. | | |
| Class Preparation and Review | | |
| Students are expected to spend at least 30min reviewing and doing homework and 30min preparing for every hour of lesson time. | | |
| Grades and Grading Standards | | |
| 60% in class assignments and participation  10% homework  30% final examination  Participation….means ask questions, answer questions and try to make an effort to understand and get new knowledge. | | |
| Methods of Feedback: | | |
| Students will receive feedback on their work during class. | | |
| Diploma Policy Objectives: | | |
| Work completed in this course helps students achieve the following Diploma Policy objective(s):  1: Advanced thinking skills (comparison, analysis, synthesis, and evaluation) based on critical thinking (critical and analytic thought)  2: The ability to understand and accept different cultures developed through acquisition of a broad knowledge and comparison of the cultures of Japan and other nations  3: The ability to identify and solve problems  4: Advanced communicative proficiency in both Japanese and English | | |
| Notes: | | |
|  | | |

